



Example of Banquet Porter Job Description

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Our company is looking for a banquet porter. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for banquet porter

- Keep all service access areas are clean and organized
- Assist with guest's special needs, including transporting boxes
- Delivering and returning guest's packages from receiving when mail room personnel are unavailable
- Keep Banquet equipment clean
- Assist other departments such as PAD, Engineering, Encore at times of need or when they're not available
- Complete special projects as requested by banquet management
- Retrieves orders from storeroom
- Our guest
- Cuts, slices and peels perishable garnishes and fruits, mixes and pours juices in sufficient amounts according to projected business
- Maintains proper and adequate set-up and breakdown of portable bars and portable bar-backs in accordance with each banquet reception/ function

Qualifications for banquet porter

- 1 year previous banquet set-up experience
- A minimum of six (6) months previous experience in banquet/convention set up
- Minimum of six (6) months of prior experience as a banquet porter preferred
- Knowledge of various banquet set-ups
- Forklift certification is beneficial

